

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES
July 27, 1995

Committee Members Attending:

Gary Broker, DHW
Rick Thompson, Admin
Sue Simmons, DFM (Co-chair)
Greg White, SCO (Co-chair)

Staff Members Attending:

LeRae Nelson, SCO
Darla Rankin, SCO

Meeting convened at 1:45 p.m. with Greg White, Co-chair, conducting.

Minutes of the meetings on June 1 and 29, 1995, were reviewed and approved, as follows:

Motion by: Gary Broker

Second by: Greg White

Approved vote was unanimous in the affirmative.

Agenda Item No. 1

Sue voiced concern that the Rotary Fund policy, which was recently approved, does not have enough information to assist a new fiscal officer. Gary indicated that procedures should not be written in this committee, but should be reviewed by the committee to make sure the intent of the policies are understood. After discussion, Greg suggested having Statewide Accounting Operations form a committee to draft procedures for rotary funds, and once the procedures are approved, they will be added to the Statewide Fiscal Policies Manual in an appendix. The committee concurred.

Other Items of Business Conducted

Gary asked for feedback on Health and Welfare's automated rotary fund system. Greg expressed concerns about the cost of operating a similar system throughout the State. He felt that possibly some of the larger State agencies may be interested. Sue and Rick stated that many State agencies are trying to reduce the use of rotary funds since STARS has reduced turnaround time. Committee members agreed investment should not be made at this time to update the current system.

FAS implementation--Gary indicated Health & Welfare would like to begin using FAS February, 1996, the date inventory is taken. Greg stated he would work toward the February date as he works with the larger agencies. Cost is a concern--the more detail, the more cost. The committee discussed the difficulty in judging costs and being consistent. It was decided to add this item to the agenda to provide consistency among agencies.

Agenda Items 2 through 5

Discussion postponed for a future meeting.

The agenda was set for the next meeting, **to be held August 10, 1995, at 1:30 p.m.**

Meeting adjourned at 2:55 p.m.

NOTE: Attached are approved policies effective 7/24/95.

UNRESOLVED ISSUES:

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES
July 27, 1995

1. Statewide Cost Allocation Plan - SWCAP Policy

A. Incorporate number three (3) from the policy on calculation of rates for billable services.

B. Incorporate formula for the agency calculation of an A-87 balance:

1.	Equity	xxx
C/O	+	xxx
Depr	-	<u>xxx</u>
A-87 Bal		<u><u>xxx</u></u>

2. Prior Year Encumbrances -

A. Can they be re-established and, if so, in what circumstances??

B. What are the procedures to follow??

3. Taxable Fringe Benefits - postponed for a future meeting

4. GASB exposure draft on non-profit/foundation issues--Larry Kirk will keep committee informed on developments in this area.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES
July 27, 1995

Changes To Be Made To Idaho Code

IDAHO RESPONSIBLE CODE LEGISLATION	DESCRIPTION OF CHANGE PARTY	CURRENT	
76' Session Laws Ch. 51	Change fund consolidation account language		
	Need code to clarify the definition and recording of non-cognizable funds		
IC 67-35	Rewrite of this chapter has been sent to the legislature.	???	Gary Felt
IC 67-36	Rewrite this chapter entirely.		Gary Felt
	Clean up Idaho Code wording (account/fund, standard class/object, program/function, allotment/allocation/appropriation, dedicated accounts/agency asset accounts, etc.)		Gary Felt

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES

August 10, 1995

Committee Members Attending:

Larry Kirk, LSO

Staff Members Attending:

Richard Humiston, DHW

Sharon MacPherson, DFM

Merideth Hackney, SCO

Meeting convened at 1:30 p.m.

Minutes of the meeting on July 27 will be approved on August 24, 1995. Members attending today's meeting did not attend on July 27, 1995.

Agenda Item No. 1

Committee members discussed whether third-party fiduciary liabilities and the accountability for such funds should be included in the State system. Members agreed they should be included; however, a distinction needs to be made as to the intent of the trust fund. Members decided that trust funds held for clients who are patients or inmates should earn interest, and the administering agency should be allowed to earn an administration fee as long as it is from interest earnings only--not from principal. Money held in guarantee, i.e., deposits for land use, etc., should not earn interest and should not be charged an administration fee. This agenda item will be discussed further at the next meeting.

Agenda Item No. 2

After discussion, committee members decided memos should be sent to each major oversight or control agency requesting a short paragraph describing their agency's responsibilities. Once received, these descriptions will be added to the proposed General Information chapter of the Fiscal Policies Manual.

Agenda Items 3 and 4

Discussion postponed for a future meeting.

The agenda was set for the next meeting, **to be held August 24, 1995, at 1:30 p.m.**

Meeting adjourned at 2:30 p.m.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES
August 10, 1995

NOTE: Attached are approved policies effective 7/24/95.

UNRESOLVED ISSUES:

1. Statewide Cost Allocation Plan - SWCAP Policy

A. Incorporate number three (3) from the policy on calculation of rates for billable services.

B. Incorporate formula for the agency calculation of an A-87 balance:

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2. Prior Year Encumbrances -

A. Can they be re-established and, if so, in what circumstances??

B. What are the procedures to follow??

3. Taxable Fringe Benefits - postponed for a future meeting

4. GASB exposure draft on non-profit/foundation issues--Larry Kirk will keep committee informed on developments in this area.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES
August 10, 1995

Changes To Be Made To Idaho Code

[illegible]

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES August 24, 1995

Committee Members Attending:

Larry Kirk, LSO
Greg White, SCO (Co-chair)

Staff Members Attending:

Richard Humiston, DHW
Sharon MacPherson, DFM
Merideth Hackney, SCO
LeRae Nelson, SCO

Meeting convened at 1:40 p.m. with Greg White, Co-chair, conducting.

Minutes of the July 27 and August 10 meetings were reviewed and approved as follows:

July 27

Motion by: Greg White

Second by: Larry Kirk

Votes were unanimous in the affirmative.

August 10

Larry Kirk

Merideth Hackney

Agenda Item No. 3

Committee members reviewed Larry Kirk's draft policy on employee/association revenues and expenditures. Discussion ensued about the applicability of the policy as written and the extent to which employee entity/association dues should be paid by the State. Discussion ranged from totally disallowing State payment of such dues to providing guidance on accounting for and expending funds generated primarily by State paid dues. The committee concluded that a policy is desirable. Minor editorial changes will be made to the draft policy, and the policy will be presented for further review at the next meeting (see Attachment A).

Agenda Items 1, 2 & 4

Discussion postponed for a future meeting.

Other Items of Business

Dick Humiston suggested the committee consider a policy regarding prepayments. The committee concluded that such a policy would provide guidelines and consistency regarding the treatment of prepayments. The committee appointed Sue Simmons to draft a policy on prepayments and present it to the committee. It was suggested that the policy address such items as:

- a prepayment should demonstrate an economic benefit
- a prepayment should be made only for a reasonable time
- a prepayment should be contractual
- whether a prepayment should be recognized in STARS

Larry Kirk suggested that the committee consider enlarging the number of voting members by adding a couple of members from other agencies. These members could be appointed on a rotating basis. The committee discussed and concluded this to be a good idea. These

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES August 24, 1995

members would be appointed by the committee chair. The Idaho Fiscal Officers Association will be approached for names to be considered for these committee memberships.

The agenda was set for the next meeting, **to be held September 7, 1995, at 1:30 p.m.**

Meeting adjourned at 3:15 p.m.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES
August 24, 1995

NOTE: Attached are approved policies effective 7/24/95.

UNRESOLVED ISSUES:

1. Statewide Cost Allocation Plan - SWCAP Policy

A. Incorporate number three (3) from the policy on calculation of rates for billable services.

B. Incorporate formula for the agency calculation of an A-87 balance:

1.	Equity	xxx
C/O	+	xxx
Depr	-	<u>xxx</u>
A-87 Bal		<u>xxx</u>

2. Prior Year Encumbrances -

A. Can they be re-established and, if so, in what circumstances??

B. What are the procedures to follow??

3. Taxable Fringe Benefits - postponed for a future meeting

4. GASB exposure draft on non-profit/foundation issues--Larry Kirk will keep committee informed on developments in this area.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES
August 24, 1995

Changes To Be Made To Idaho Code

IDAHO RESPONSIBLE CODE LEGISLATION	DESCRIPTION OF CHANGE PARTY	CURRENT	
76' Session Laws Ch. 51	Change fund consolidation account language		
	Need code to clarify the definition and recording of non-cognizable funds		
IC 67-35	Rewrite of this chapter has been sent to the legislature.	???	Gary Felt
IC 67-36	Rewrite this chapter entirely.		Gary Felt
	Clean up Idaho Code wording (account/fund, standard class/object, program/function, allotment/allocation/appropriation, dedicated accounts/agency asset accounts, etc.)		Gary Felt

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES
September 7, 1995

Committee Members Attending:

Larry Kirk, LSO
Sue Simmons, DFM (Co-chair)

Staff Members Attending:

Sharon MacPherson, DFM
Merideth Hackney, SCO
Darla Rankin, SCO

Meeting convened at 1:40 p.m. with Merideth Hackney conducting.

Minutes of the August 24 meeting were reviewed and approved as follows:

Motion by: Sharon MacPherson
Second by: Larry Kirk
Vote was unanimous in the affirmative.

Agenda Item No. 6

Committee members discussed some of the following benefits of adding additional committee members: Policy decisions could be reached sooner, tasks could be divided among more members, and members could rotate so the time commitment isn't too great. The committee also discussed the need to select criteria for choosing new members. The committee members agreed that dedication was essential. Additional criteria will be selected at the following meeting when more members are present.

Agenda Items 1 through 5

Discussion postponed for a future meeting.

Other Items of Business

Committee members discussed how to select policy issues to address. Should the committee continue addressing issues as they come to the committee's attention, or should the committee start at the beginning of lists already created by other states and address in succession. A list could also be created from recommendations from the Idaho Fiscal Officers Association or by summarizing concerns recorded in the STARS help line log. This will be discussed further at the next meeting.

Committee members discussed some of the issues they would like to see the committee address. These items have been added to the attached list (Attachment A).

The agenda was set for the next meeting, **to be held September 21, 1995, at 1:30 p.m.**

Meeting adjourned at 3:00 p.m.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES
September 7, 1995

NOTE: Attached are approved policies effective 7/24/95.

UNRESOLVED ISSUES:

1. Statewide Cost Allocation Plan - SWCAP Policy

A. Incorporate number three (3) from the policy on calculation of rates for billable services.

B. Incorporate formula for the agency calculation of an A-87 balance:

1.	Equity	xxx
C/O	+	xxx
Depr	-	<u>xxx</u>
A-87 Bal		<u>xxx</u>

2. Prior Year Encumbrances -

A. Can they be re-established and, if so, in what circumstances??

B. What are the procedures to follow??

3. Taxable Fringe Benefits - postponed for a future meeting

4. GASB exposure draft on non-profit/foundation issues--Larry Kirk will keep committee informed on developments in this area.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES

September 7, 1995

Issues to be addressed by FPAC:

**IDAHO
RESPONSIBLE**

CURRENT

CODE

DESCRIPTION

LEGISLATION

PARTY

[illegible]

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES September 21, 1995

Committee Members Attending:

Larry Kirk, LSO
Sue Simmons, DFM (Co-chair)
Greg White, SCO (Co-chair)
Rick Thompson, Admin

Staff Members Attending:

Sharon MacPherson, DFM
Merideth Hackney, SCO
Darla Rankin, SCO

Meeting convened at 1:35 p.m. with Greg White, Co-chair, conducting.

Minutes of the September 7 meeting were reviewed and approved as follows:

Motion by: Larry Kirk
Second by: Sue Simmons
Vote was unanimous in the affirmative.

Agenda Item No. 1

Committee members discussed increasing the FPAC voting membership. Larry Kirk made a motion that new member selection be made by the Idaho Fiscal Officers Association with members serving two-year terms. Sue Simmons seconded the motion, and voting was unanimous in the affirmative.

Committee members from DFM, LSO, and SCO will be permanent members. Four additional members will be selected by IFOA, two from large agencies and two from other agencies. These four members will serve two-year terms. Terms will rotate so only two new members will be joining the committee each year (one from a large agency and one from other agencies).

Effective date for new membership will be January 1, 1996. A current member from either Administration or Health and Welfare will leave January 1.

Subcommittees will be created as needed by FPAC in order to draft policies, do research, etc. These subcommittees will consist of both members and non-members.

Sue will talk with the president of IFOA in order to include this issue on their agenda. IFOA members will also be asked to present issues to be addressed by the FPAC. Greg White will present the above discussion on increasing membership to J.D. Williams.

Agenda Item 2

Clarification revisions have been made to the draft policy to address issues in accounting for (state) employee association revenues and expenses. See Attachment A.

Agenda Item 3

Gary Broker was not in attendance. This agenda item will be discussed at the next meeting.

Agenda Item 4

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES September 21, 1995

Rick Thompson has been researching issues in order to present a proposed policy to determine building cost for FAS implementation. Although he has been unable to find a comprehensive index of building information, he has found fairly complete files back 25 years.

Most agencies do not own the buildings they occupy. A determination will need to be made as to whether the State or an agency owns a building so ownership is not being shown by both the agency and the State. Costs will also need to be determined--not only original cost, but how to capitalize repairs and renovations.

Rick will obtain a copy of last year's insured buildings for the committee to review.

Agenda Item 5

Agencies which will be included in the General Information Section were asked to forward a description of their agency's major responsibilities. Not all responses have been received. This item will be addressed once all information has been obtained.

Agenda Item 6

Sharon MacPherson has been researching and preparing a proposed policy on prepayment guidelines. Prepaids should be allowable only if industry standards require payment in advance or the State will receive additional benefit for prepayment. Prepayments should **not** be used as a means of reserving a portion of the appropriation of one fiscal year to be used in combination with the appropriation of the following year, to set up contingency funds, or when they give the appearance of providing an operating loan to an individual or an entity. A copy of a rough draft of this policy along with code sections and the policy developed by Virginia are included in Attachment B. Input will be appreciated.

Agenda Item 7

Committee members reviewed agency responses to the Exposure Draft sent out on June 16, 1995. No policy changes will be made. Responses to agencies will be drafted, and a copy of the proposed policy will be forwarded to J.D. Williams for approval.

The agenda was set for the next meeting, **to be held October 5, 1995, at 1:30 p.m.**

Meeting adjourned at 3:15 p.m.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES
September 21, 1995

Issues to be addressed by FPAC:

IDAHO CURRENT RESPONSIBLE CODE DESCRIPTION LEGISLATION PARTY

[illegible]

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES
October 5, 1995

Committee Members Attending:

Gary Broker, DHW
Sue Simmons, DFM (Co-chair)
Greg White, SCO (Co-chair)

Staff Members Attending:

Sharon MacPherson, DFM
Merideth Hackney, SCO
Darla Rankin, SCO

Meeting convened at 1:40 p.m. with Greg White, Co-chair, conducting.

Minutes of the September 21 meeting were reviewed and approved with the following changes:

Agenda Item No. 1: Rather than a current member from either Administration or Health and Welfare leaving the committee January 1, one member will serve one year; the other member will serve two years. One new member from the "other agency" category will serve one year; the other member will serve two years.

Motion by: Sue Simmons
Second by: Greg White
Vote was unanimous in the affirmative.

Agenda Item No. 1

Gary Broker moved that the policy to address issues in accounting for employee association revenues and expenses be accepted as written. Sue Simmons seconded. Approval vote was unanimous in the affirmative.

The proposed policy will be sent to all agencies for comment.

Agenda Item No. 2

Sharon MacPherson presented the proposed policy on prepayment guidelines. Committee members discussed the policy and offered suggestions. Sharon will make changes, and the policy will be discussed during the next meeting. (See Attachment A).

Agenda Items 3 through 5

Discussion postponed for a future meeting.

The agenda was set for the next meeting, **to be held October 19, 1995, at 1:30 p.m.**

Meeting adjourned at 3:10 p.m.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES
October 5, 1995

Issues to be addressed by FPAC:

[illegible][illegible]

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES
October 19, 1995

Committee Members Attending:

Gary Broker, DHW
Sue Simmons, DFM (Co-chair)
Greg White, SCO (Co-chair)
Larry Kirk, LSO

Staff Members Attending:

Sharon MacPherson, DFM
Vivian Klein, SCO
Darla Rankin, SCO

Meeting convened at 1:45 p.m. with Greg White, Co-chair, conducting.

Minutes of the October 5 meeting were reviewed and approved as follows:

Motion by: Sue Simmons
Second by: Gary Broker
Vote was unanimous in the affirmative.

Agenda Item No. 1

Committee members discussed the proposed policy on prepayment guidelines. The following change will be made on Page 2:

From: Prepayments are prohibited if the effect or the intent of the prepayment is to:

To: Prepayments are prohibited if the intent of the prepayment is to:

Larry Kirk made a motion that the policy be accepted as amended. Sue Simmons seconded. Vote was unanimous in the affirmative.

The proposed policy will be sent to all agencies for comment.

Agenda Item No. 2

Gary Broker presented the proposed policy on fiduciary fund types. Committee members discussed the proposed policy and offered suggestions. The proposed policy will be discussed at the following meeting. (See Attachment A.)

Agenda Items 3 through 5

Discussion postponed for a future meeting.

Other Items of Business Conducted

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES

October 19, 1995

Committee members discussed whether a proposed policy should be sent to agencies for comment as soon as it is completed by FPAC or if policies should be held and sent to agencies in batches. Members agreed that proposed policies should not be held for a long period of time; however, if other policies are near completion it, would be more efficient to send the policies to agencies in batches. Co-chairs will have the final say when policies will be sent to agencies.

The agenda was set for the next meeting, **to be held November 2, 1995, at 1:30 p.m.**

Meeting adjourned at 3:00 p.m.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES
October 19, 1995

Issues to be addressed by FPAC:

IDAHO CURRENT RESPONSIBLE
CODEDESCRIPTION LEGISLATION PARTY

[illegible]

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES

November 2, 1995

Committee Members Attending:

Dick Humiston, DHW
Sue Simmons, DFM (Co-chair)
Greg White, SCO (Co-chair)
Larry Kirk, LSO

Staff Members Attending:

Sharon MacPherson, DFM
LeRae Nelson, SCO
Merideth Hackney, SCO

Meeting convened at 1:45 p.m. with Sue Simmons, Co-chair, conducting.

Minutes of the October 19 meeting were reviewed and approved as follows:

Motion by: Greg White
Second by: Sue Simmons
Vote was unanimous in the affirmative.

Agenda Item No. 1

Committee members discussed the proposed policy on fiduciary fund types. It was clarified that the intent of the policy is to improve accounting for cash and other liquid assets not all assets which may be held by the state. The reference to "assets" will be replaced with "cash and cash equivalents."

The question was raised regarding the need for an agency to use a fiduciary fund type rather than their regular operating fund (most often a special revenue fund) for monies collected for deposits, performance bonds, etc. Considerable discussion ensued as committee members considered the ramifications of each option. One source of concern was the potential for misinterpretation of what the cash balance reflected if it is deposited into the agency's operating fund, i.e., the balance is not what is available to be spent. The members were not able to reach a consensus on the issue.

Larry Kirk recommended that committee members research the proper use of fiduciary funds in accounting literature and contact agencies such as Lands and ITD, who regularly collect the types of monies being discussed. Sue Simmons will invite representatives from these agencies to attend the next meeting.

The committee members agreed that monies held for inmates or patients should be reflected in a fiduciary fund. It was also agreed that the definitions supplied in the policy be expanded to include examples to help distinguish between the proper use of each fund. The Controller's Office will make the additions.

Clarification will be added in the policy, paragraph two, that "individual accounts will be maintained by the agency."

The item will remain on the agenda for further discussion.

Agenda Item No. 2

Discussion postponed for a future meeting.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES

November 2, 1995

Agenda Items 3 and 4

Information was distributed for both items. Discussion postponed for a future meeting.

The agenda was set for the next meeting, **to be held November 16, 1995, at 1:30 p.m.**

Meeting adjourned at 3:00 p.m.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES
November 2, 1995

Issues to be addressed by FPAC:

[illegible][illegible]

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES
November 16, 1995

Committee Members Attending:

Larry Kirk, LSO
Merideth Hackney, SCO (for Greg White)
Sharon MacPherson, DFM (for Sue Simmons)

Staff Members Attending:

Darla Rankin, SCO
Kathy Opp, Dept. of Lands

Meeting convened at 1:40 p.m. with Merideth Hackney conducting.

Due to minimal attendance, minutes of the November 2 meeting will be reviewed during the next meeting on December 14, 1995.

Agenda Item No. 1

Although few members were in attendance, Merideth wanted to take advantage of the opportunity to hear Kathy Opp's comments regarding the proposed policy on Funds Held as an Agent. Kathy suggested all four fund types be listed in the definition of fiduciary fund type. She also suggested "type" be included after agency fund for clarification. These suggestions will be included in the proposed policy. Kathy shared with the group some of the fund types with deposit liabilities of the Department of Lands. She felt the liability should be kept with the fund associated with the original appropriation, i.e., the general fund. Kathy's comments will be discussed further at the next committee meeting.

Committee members will need to determine if an agency should use a fiduciary fund type rather than their regular operating fund for monies collected for deposits, performance bonds, etc. Merideth will run a general fund trial balance to determine liabilities.

Sharon reported that a representative from the Transportation Department was unable to attend today's meeting. However, comments were obtained which will be shared with committee members at the next meeting.

Larry Kirk reminded committee members to research the proper use of fiduciary funds in accounting literature **before** the next meeting.

Agenda Items 2 through 4

Discussion postponed for a future meeting.

No meeting will be held November 30, 1995. The agenda was set for the next meeting, **to be held December 14, 1995, at 1:30 p.m.**

Meeting adjourned at 2:40 p.m.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES
November 16, 1995

Issues to be addressed by FPAC:

IDAHO CURRENT	RESPONSIBLE
CODEDESCRIPTION LEGISLATION	PARTY

[illegible]

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES
December 14, 1995

Committee Members Attending:

Greg White, SCO (Co-chair)
Sue Simmons, DFM (Co-chair)
Larry Kirk, LSO
Debbie Allen, IDWR
Dick Humiston, DHW (for Gary Broker)

Staff Members Attending:

LeRae Nelson, SCO

Meeting convened at 1:40 p.m. with Greg White, co-chair, conducting.

Minutes of the November 2 meeting were reviewed and approved as follows:

Motion by: Dick Humiston
Second by: Sue Simmons
Vote was unanimous in the affirmative.

Minutes of the November 16 meeting were reviewed and approved as follows:

Motion by: Larry Kirk
Second by: Sue Simmons
Vote was unanimous in the affirmative.

Debbie Allen, Dept. of Water Resources, and Kathy Opp, Dept. of Lands, have been elected by the Fiscal Officers Association to sit as voting members of FPAC.

Agenda Item No. 1

Copies of agency responses to the exposure drafts of the Employee Entities/Associations and Prepaid Expenditures policies were distributed to committee members. The responses did not reflect concerns about the Prepaid Expenditures draft; however, Fish and Game and Lands have reflected several concerns about the Employee Entities/Associations draft. Greg moved that Steve Barton, Fish and Game, and Kathy Opp, Lands, be invited to share their views and concerns about the Employee Entities/Associations draft policy at the January 11, 1996, FPAC meeting. This will be added to the 1/11/96 meeting agenda.

Since responses did not reflect concerns about the Prepaid Expenditures policy, Dick Humiston moved that the committee adopt the policy as written. Sue Simmons seconded the motion. The vote was unanimous in the affirmative.

At the December 8 meeting of the Idaho Fiscal Officers' Association (IFOA), a formal request was made that FPAC extend the response period on exposure drafts from 15 to 30 days. Sue Simmons moved that the procedure be amended to extend the review period to 30 days. Larry Kirk seconded; the vote was unanimous in the affirmative.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES
December 14, 1995

Agenda Item No. 2

Attendees voted to extend further discussion about the proposed third-party fiduciary policy (Funds Held as Agent) until Merideth Hackney and Kathy Opp could present their views to a committee quorum. This will be placed on the agenda for the January 11, 1996, meeting.

Greg asked that copies of all the research materials previously distributed and a copy of the most recent policy draft be redistributed to the committee members for review and consideration prior to the next meeting.

Agenda Item No. 3

Discussion regarding the policy for determining building costs for FAS implementation will be postponed until a later meeting.

Agenda Item No. 4

Committee members made the following comments regarding the General Information chapter to the Fiscal Policies Manual:

- Sue Simmons was asked to expand the DFM section to include budgeting information. Sue was also asked to write up something for the Governor's Office section.
- It was recommended that the Legislative Audit section be changed to Legislative Services. Larry Kirk was asked to expand that section to include information about 1) legislative budget, 2) legislative research, 3) legislative audit, 4) performance audit.

Greg asked committee members to conduct further review of this introductory chapter and forward any suggestions to Darla Rankin.

Agenda Item No. 5

There was discussion about activities of the task force on statewide credit cards for travel and small purchases. There are two subcommittees within this task force: a financial committee and a policy committee. Dick Humiston sits on the policy committee and Debbie Allen sits on the financial committee. Routine reports from Dick and Debbie about progress in these subcommittees will be added to the FPAC meeting agenda.

There was further discussion about how different agencies are currently handling their credit card purchases. Copies of other states' credit card policies were distributed to attendees.

No meeting will be held December 28, 1995. The agenda was set for the next meeting, **to be held January 11, 1996, at 1:30 p.m.**

Meeting adjourned at 2:40 p.m.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE

MINUTES
December 14, 1995

Issues to be addressed by FPAC:

[illegible]